

**CLASS TITLE: CENTRAL INTAKE UNIT SUPERVISOR**

**Class Code: 02825700**  
**Pay Grade: 25A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, supervise and review the work of Treatment Accountability for Safety Communities (TASC) Interviewers engaged in the performance of interviewing and assessing clients for program eligibility, as well as making referrals to drug and alcohol treatment programs; to coordinate all intake program activities concerning components dealing with the criminal justice system as they relate to the TASC and DWI programs; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom general and specific assignments are received with latitude for the exercise of initiative and independent judgement; work is reviewed while in process and upon completion for conformance to established principles, policies and procedures.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of TASC interviewers and others assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, supervise and review the work of TASC interviews engaged in the performance of interviewing and assessing clients for program eligibility, as well as making referrals to drug and alcohol treatment programs.

To be responsible for coordinating all intake program activities concerning components dealing with the criminal justice system as they related to the TASC and Driving While Intoxicated (DWI) programs.

To be responsible for scheduling initial intake interviews for all clients referred to the substance abuse program and to supervise the interviewing procedures of potential clients.

To be responsible for evaluating client intake information and providing assistance regarding appropriate program placement for clients; to determine eligibility for drug/alcohol treatment.

To be responsible for reviewing and evaluating the efficiency and effectiveness of intake procedures and services and to make recommendations to a superior for necessary modifications and/or changes in order to improve the services being provided.

To be responsible for maintaining accurate referral listings and compile non-compliance listings on clients participating in the substance abuse program.

To be responsible for coordinating the transfer of client information from the substance abuse program to community programs and referral agencies.

To prepare written monthly reports, as well as statistical report forms.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the drug/alcohol treatment network, the criminal justice system, as well as the TASC placement criteria; the ability to supervise a staff engaged in interviewing and placing clients in a substance abuse program; the ability to evaluate client intake information and determine eligibility for drug/alcohol treatment the ability to coordinate the preparation of social, medical and psychological evaluation for potential clients; the ability to evaluate the efficiency and effectiveness of intake procedures and services and to make recommendations for improvement thereon; the ability to establish and maintain effective working relationships with clients,

community and referral agencies, the general public, superiors and associates; and referral agencies, the general public, superiors and associates and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Social Service, Health Service or Public Administration; and

Experience: Such as may have been gained through: considerable employment in a responsible capacity in the area of human services involving the evaluation, referral and placement of clients in a substance abuse program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 5, 1987

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